

RENEWAL APPLICATION

CONTRACTORS LICENSING BOARD

4100 Richards Road

North Little Rock, Arkansas 72117

Web Site: www.state.ar.us/clb

(501) 372-4661 Phone

Fax (501) 372-2247

_____	Company Name	Contractors License # _____
_____	D/B/A	Phone # _____
_____	Address	Federal ID # _____
_____	City, State, Zip	Social Security # _____
_____	Style of Business	County or Parish _____
_____	Business & Law Qualifier _____	

I currently hold a _____ license. My License expires on _____ and I hold the following classifications with the following trades qualifiers and trades license numbers.

LIST EACH CLASS AND EACH QUALIFIER NEEDED FOR CLASS

Classification	Qualifier	Trade License #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Has there been any change in ownership of the Business Entity? _____ if yes attach explanation.

The signatory of this questionnaire forms guarantees the truth and accuracy of all statements and all answers submitted and further states that any depository, vendor or other agency herein named is hereby authorized to supply the Contractors Licensing Board or its official representative with any information necessary to verify these statements. I further understand the giving of false or forged evidence of any kind to the Board may result in disciplinary action, including but not limited to revocation of license. Any Agency of the State of Arkansas is authorized to release to the Contractors Licensing Board, or its representative, any information necessary to show proper compliance with the Arkansas Contractors Licensing Law (ACA 17-25-101 et seq.)

If a Partnership, LLP, Corporation, or LLC an active partner, officer or member must sign and list position.

Signature Name & Position (Owner, Partner, Officer, Member)

Print Name & Position (Owner, Partner, Officer, Member)

STATE OF _____

SS.

COUNTY/PARISH OF _____

Subscribed and sworn to before me, a Notary Public, this _____ day of _____ 20_____.
My Commission Expires:

Notary Public

(1)

RENEWAL APPLICATION INSTRUCTIONS

Please review the attached renewal application and if any of the preprinted information is incorrect, make the corrections. Once we receive your signed renewal application we will assume the information is correct for all future correspondence.

REGULAR RENEWAL

A **REGULAR RENEWAL** is one that is received in this office or postmarked prior to or on the expiration date of the license. The licensee may continue to use the expiring license until the Board reviews the renewal application. If you qualify under these conditions please send the following:

1. Page one of the renewal application **with all corrections made**, signed and notarized.
2. **To renew both the residential and the commercial license --** An audited or reviewed Financial statement (balance sheet), of your year end, prepared by a CPA and done in either the completed contract or percentage of completed work method, including all notes to the balance sheet per GAAP. **To renew only the residential license send a compiled balance sheet of your company's year end. If you send only the compiled statement your commercial license will not be renewed.**
3. A \$50.00 renewal fee.

LATE RENEWAL

A **LATE RENEWAL** is one received or postmarked after the expiration date. **There is no grace period.** A license may be renewed up to two (2) years after its expiration date. Any license expired two (2) or more years will be considered a new application. If you qualify under these conditions please send the following:

1. Page one of the renewal application **with all corrections made**, signed and notarized.
2. **To renew both the residential and the commercial license --** An audited or reviewed financial statement (balance sheet), of your year end, prepared by a CPA done in either the completed contract or percentage of completed work method, including all notes to the balance sheet per GAAP. **To renew only the residential license send a compiled balance sheet of your company's year end. If you send only the compiled statement your commercial license will not be renewed.**
3. A \$100.00 renewal fee.
4. A completed bidding affidavit, and if there is an exception that needs to be noted you can explain on the bottom of the form or attach a separate page explaining the work in progress or work bid after your license expired.

INACTIVE APPLICATION

An **INACTIVE RENEWAL** can be done if a contractor is licensed and chooses to become inactive for a period of time. A contractor who is inactive may not bid on any contract nor perform any work for which a licensed contractor is required. A contractor who elects inactive status must pay all renewal fees, but is not required to submit a financial statement to the Board. A contractor who is inactive may reactivate its license by providing the financial information required to renew as an active contractor. A contractor may remain on the inactive status for a period of time not to exceed six (6) consecutive years.

If you qualify under these conditions please send the following:

1. Page one of the renewal application, **with all corrections made**, signed and notarized.
2. A \$50.00 renewal fee if filed on time and \$100.00 renewal fee if filed late.
3. A completed bidding affidavit.
4. A completed inactive form.

COMMERCIAL OR RESIDENTIAL COMPANY NAME

If your Contractors License in Arkansas has expired it is necessary that this affidavit be executed and returned with your completed Contractors License application in order to continue the renewal process.

RETURN TO:

*Contractors Licensing Board
4100 Richards Road
North Little Rock, AR 72117*

**AFFIDAVIT REGARDING BIDDING OR
PERFORMANCE OF WORK**

State of _____

Parish/County of _____

(Name of individual owner, partner or member, or responsible officer)

(Office or Position held)

of _____, being duly sworn, deposes that, with
(Company Name)

respect to any **Commercial** contract work in the State of Arkansas in the amount of \$20,000.00 or more,
including but not limited to labor and materials. Or with respect to any **Residential** construction of more than
three (3) contracts in the State of Arkansas:

The Applicant named herein has not bid any such work since its Arkansas Contractors License expired
on _____ and will not bid any such work until the Board reinstates that License.

Sworn to before me this:

_____ day of _____, 20_____

(NOTARY PUBLIC)

(Signature of individual owner, partner, member or a responsible officer)

My commission expires: _____

*****NOTE COMMERCIAL CONTRACTORS*****

This affidavit does not apply to bids offered to the Arkansas State Highway
Department of work on Federal Aid Highway Projects.

INACTIVE STATUS REQUEST

I _____ as _____
(Name of Responsible Individual) (Officer, Member, Owner, Partner)
of _____ do hereby request the **Inactive License Status**.
(Name of Company as it appears on Contractors License)

It is understood that as long as this inactive status is in force _____
(Name of Company as it appears on Contractors License)
is **NOT** considered as a licensed **Commercial Contractor** and will not be permitted, under our

Law, to bid or perform any construction projects in the State of Arkansas when the cost,
including but not limited to Labor and Materials, is \$20,000.00 or more. Or as a **Residential**
Contractor and will not be permitted, under our Law, to bid or perform any residential
construction projects of more than three (3) houses in the State of Arkansas. It is further
understood, that the expiration date runs in sequence with the expiration of the Contractor's

License I now hold and will be renewed each year at my regular renewal time of _____.
(Expiration Date)
(Shown on license or Renewal Notice)

I understand a completed renewal application will be necessary to validate my Contractors
License, whether it be Commercial or Residential, along with any other necessary requirements.

(Signature of Officer, Owner, Partner, or Member)

Subscribed and Sworn to before me, a Notary Public, this ____ day of _____, _____.

My Commission Expires: _____

(Notary Public)